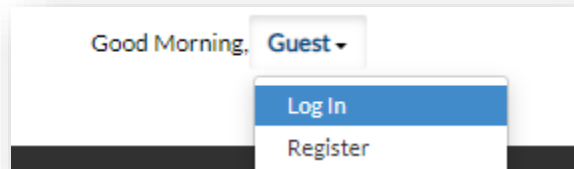


## Apply for a Permit, Plan or Records

Getting started with your application



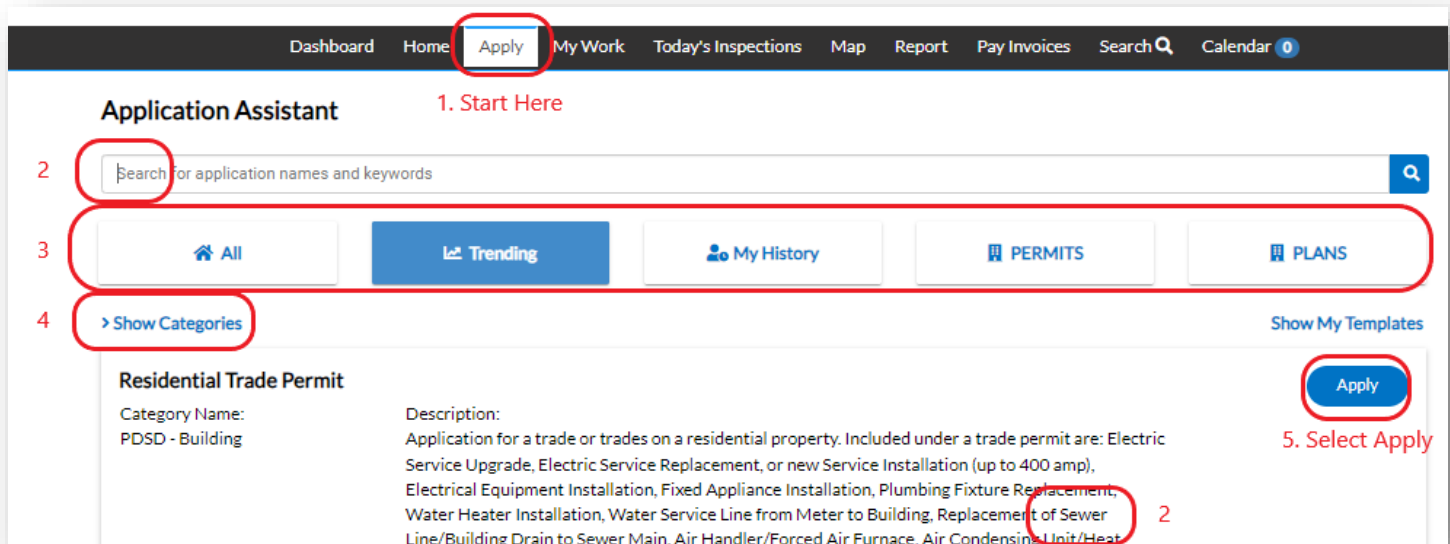
1. Go to [TDC Online](#), for best results use a Google Chrome browser.
2. **Register** or **Log In**, using your email address.



## Finding the Right Application

*If you are applying for site lighting, private sewer, private water or other permit that applies to a large development site, these applications are only located as a sub-record to another permit.*

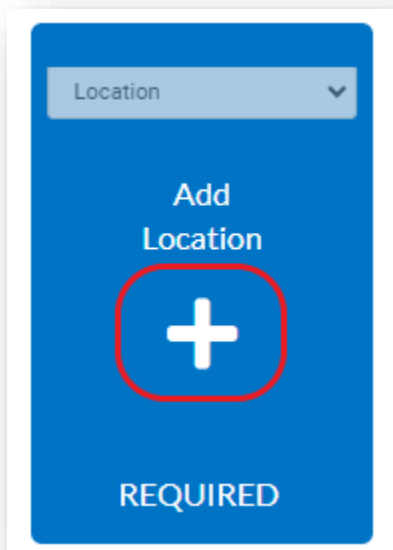
1. Click **"Apply"**.
2. Search for an application type or keyword like "Sewer" or "Historic Record Request".
3. Use the groups to filter down by type of application, **select "All" to view a complete list of options.**
4. Show categories to filter by department.
5. **Click "Apply" on the permit or plan that best describes your project.**



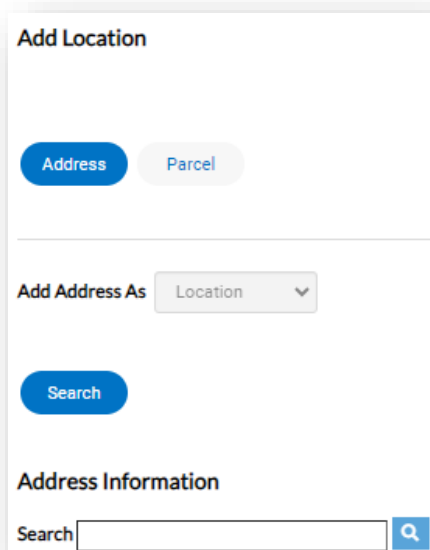
*The 2 broad types of permits are: residential and commercial. Building permits relate to the carrying out of building construction, alteration, or demolition. Plans are legal documents giving permission for land use or development, which refers to using land for a particular purpose.*

## Locations

- Click the **+ plus button** to enter the location where the work will be performed.
- Begin typing the address and then **select from the drop-down options**.
- Click the **Magnifying Glass** to continue.



A blue rectangular button with a white plus sign in the center. The plus sign is circled in red. Above the plus sign is a small grey box with the word "Location" and a downward arrow. Below the plus sign is the word "REQUIRED" in white capital letters.



A white rectangular form titled "Add Location". It has two tabs: "Address" (active) and "Parcel". Below the tabs is a section "Add Address As" with a dropdown menu showing "Location". Below that is a blue "Search" button. At the bottom is a section "Address Information" with a search bar and a magnifying glass icon.

Avenue	AV
Street	ST
Drive	DR
Stravenue	SV
Boulevard	BL
Court	CT
Road	RD
Way	WY
Lane	LN
Terrace	TR
Place	PL

Do not use punctuation after directions or abbreviations. Example, instead of “123 N. Main St.” enter “123 N Main St”. If you have trouble selecting it, enter the address exactly as it appears in the dropdown list.

## Permit/Plan Details

- Fill out all required fields.
- In the Description field include the scope of the work and any pertinent call outs.

## Contacts

- Contacts must have a TDC account to be added.
- Add additional contacts to application who may need to:
  - ✓ Request inspections
  - ✓ View updates
  - ✓ Get email updates
  - ✓ Receive a receipt for fees paid

## More Info

- Fill out all required fields.
- For electrical and gas reconnects fill out the structure type.

## Attachments

- Click the **+ plus button** to add required documents from your device.
- Use the Naming Convention for your uploads.

### Example of Naming Conventions for First Reviews

1\_Plan Set

1\_Structural Calcs

1\_Mechanical Calcs

There is a **limit of 1 attachment per selected type**. Consolidate your documents as required, select the appropriate type from the drop down and make sure the format is correct (example: .pdf, .jpg). Different document types have different reviews times so it is important that this is accurate.

## Signature

17. Read the statement on the signature page.
18. Type your full legal name in the consent field.
19. Draw your signature or toggle the “Enable Type Signature” button and type your name into the field.

## Final Review

20. Verify the information is correct and edit if needed.
21. Click the “**Submit**” button to submit your application.

## Next Steps

22. You will receive a permit or plan number.
23. You can view your application and updates in real time.

### ✔ Your application was successfully submitted!

Your request has been submitted. It will be reviewed by staff for completeness and you will be notified by email if your application has been accepted as complete. You can check the progress of your application at any time using your personal Dashboard (see tab above).

[Continue to plan](#)

## Additional Information - Please see our other FAQ topics.

- ✓ Making a TDC Online account
- ✓ Documents
- ✓ Contacts
- ✓ Inspections
- ✓ Payments
- ✓ Extensions and Withdraws
- ✓ Models
- ✓ Notifications and Statuses
- ✓ And more